

	<h1 style="text-align: center;">City of Victorville</h1>	14343 Civic Drive PO Box 5001 Victorville, CA 92392
	<h2 style="text-align: center;">Development Department</h2> <p style="text-align: center;">Planning • Building • Code Enforcement • Business License</p>	(760) 955-5072 Fax (760) 269-0046 businesslicense@victorvilleca.gov
	<h3 style="margin: 0;">Business License Requirements: Single Family Residence Rental Property</h3>	

REQUIRED ITEMS (all required documents to be completed are enclosed):

- ☐ **BUSINESS LICENSE:** Every rental property within the Victorville city limits must obtain a business license.
- ☐ **RENTAL PROPERTY ACKNOWLEDGEMENT AND LICENSING CONDITIONS FORM:** The enclosed form must be completed and signed by all rental business license applicants. Also enclosed is a Sample Rental Property Checklist Inspection Form, for your convenience. The information contained in this form is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection. Please use this sample checklist as a guide to prepare for your initial rental property inspection.
- ☐ **PROOF OF PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE:** If the Property Owner completes the application packet and signs all documents required, proof is not required, even if there is a Property Manager/Authorized Representative. The Property Owner only needs to list the Property Manager/Authorized Representative as a "Contact Person" on the application. If the Property Owner would prefer their Property Manager/Authorized Representative to receive all future correspondence, please indicate this request on the application. If the Property Manager/Authorized Representative completes the application packet, proof of Property Manager/Authorized Representative must be provided (i.e. contract, lease agreement, etc.) in order for the Business License Division to accept and process the application packet.
- ☐ **TOTAL START-UP FEES DUE:** \$173.92. This fee covers all fees due through the first year.
An Annual Renewal Notice will be mailed out 30 days prior to the expiration date.

OTHER REQUIREMENTS IF APPLICABLE (provide a copy of applicable documents):

- ☐ **FICTITIOUS BUSINESS NAME STATEMENT (FBN) / CORPORATE STATUS:** If your business ownership type is Sole Proprietor (individual), Partnership (2 or more owners) or Trust, and your business name does not include your surnames (last names); or if your business ownership is a Limited Liability Company or Corporation, and your business name is something other than what is listed on the Articles of Incorporation (DBA-doing business as). For more information, contact the San Bernardino County Recorder's Office at (760) 995-8065, 15900 Smoke Tree Street, Hesperia or at www.sbcounty.gov/arc/FbnInfo.aspx.
If your business ownership is a Limited Liability Company or Corporation, you must file Articles of Incorporation. For more information, contact the California Secretary of State at (916) 657-5448, or at www.sos.ca.gov/business/.

IMPORTANT INFORMATION:

- Incomplete applications will not be accepted. Fees must be received at the time of application submission.
- The City only accepts cash, check or money orders (payable to the City of Victorville), either in-person or via mail; **no exceptions.**
- It does take some time to process the business license application; therefore, you may submit the application while you are in the process of obtaining the applicable documents required. Required documents can be emailed, faxed, mailed or submitted in person.
- If any of the requirements have not been met, notification will be sent out via mail of the remaining requirements to be met.

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	<h2>Development Department</h2> <p>Planning • Building • Code Enforcement • Business License</p>	
	<h3>Business License Application</h3>	

This application must be completed in its entirety to be accepted / processed by the Development Department.

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Select all that apply:

|                                                   |                                                     |                                                               |
|---------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> New Application/Business | <input type="checkbox"/> Change of Owner            | <input type="checkbox"/> Change of Ownership Type             |
| <input type="checkbox"/> Change of Business Name  | <input type="checkbox"/> Change of Business Address | <input type="checkbox"/> Change of Business Type/Activity/Use |

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**General Business Information**

Business / Property Owner Name (if DBA, use DBA): \_\_\_\_\_

Business / Property Owner Name (if corporation, use corporate name): \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

Mailing Address: \_\_\_\_\_

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

Phone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Principal Owners, Officers, Partners, Contact Person (attached additional pages if necessary):

|      |                          |       |              |
|------|--------------------------|-------|--------------|
| Name | Residence Street Address | Title | Phone Number |
| Name | Residence Street Address | Title | Phone Number |

☐ Please make the above indicated Property Manager/Authorized Representative the "Contact Person" for all future correspondence. Proof of authorization is attached, if applicable (see the cover sheet for the requirements for proof).

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Ownership Type: ☐ Sole Proprietor (Individual) ☐ Partnership (2 or more owners) ☐ Corporation ☐ LLC ☐ Trust

Provide at least one of the following: Federal ID #: _____ State ID #: _____ Social Security #: _____

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**Fees**

Please note that the fees must be paid when the application is submitted.  
Total Fees Due pay all regulatory fees associated with processing the Business License,  
Fees must be paid by check, money order or cash, either in person or via mail. No exceptions.

**TOTAL START-UP FEES DUE: \$173.92**

An Annual Renewal Notice will be mailed out 30 days prior to the expiration date.

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Notice: Business Licenses are due prior to commencing operation. Business Licenses are annual and expire one (1) year from the month of issuance on the last day of the month, or as stated in the Victorville Municipal Code. Issuance of the Business License in no way releases the issuee from compliance with any provision of Federal, State, County and City statutes, ordinances, rules, regulations or other law, including and without limitation to zoning, building and health and safety laws. This application will be circulated to relevant Federal, State, County, City Agencies and Departments for reviews, inspections and law enforcement purposes. It shall be the responsibility of the licensee to notify the Business License Division of any changes, updates to, and/or to cancel the Business License. Failure to comply may result in penalty fees, the Business License being suspended and/or revoked.

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct, that I have read the above, and understand all the conditions as stated therein.

Signature: _____ Title: _____ Date: _____

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| OFFICE USE ONLY                                                                                                                         |                        |               |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|
| Date Rec'd:                                                                                                                             | Rec'd By:              | PLN Comments: |
| VMC:                                                                                                                                    | SIC:                   |               |
| Total Fees Due:                                                                                                                         | Total Amount Rec'd: \$ |               |
| <input checked="" type="checkbox"/> Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> #: | BSL#:                  | Planner:      |

|                                                                                   |                                                                                                                                                          |                                                                                                                                                       |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <h1 style="text-align: center;">City of Victorville</h1>                                                                                                 | <p>14343 Civic Drive<br/>PO Box 5001<br/>Victorville, CA 92392</p> <p>(760) 955-5072<br/>Fax (760) 269-0046<br/>businesslicense@victorvilleca.gov</p> |
|                                                                                   | <h2 style="text-align: center;">Development Department</h2> <p style="text-align: center;">Planning ♦ Building ♦ Code Enforcement ♦ Business License</p> |                                                                                                                                                       |
|                                                                                   | <h3 style="text-align: center;">Rental Property<br/>Acknowledgment and Licensing Conditions</h3>                                                         |                                                                                                                                                       |

Date \_\_\_\_\_ Select One: ☐ I am the Property Owner ☐ I am the Property Owner's Authorized Representative

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Rental Property Address \_\_\_\_\_ BSL # \_\_\_\_\_

#### Initial Exterior Rental Property Maintenance Inspection Requirements:

All rental properties must pass an exterior rental property maintenance inspection conducted by City Development Department Personnel no sooner than 15 days after submitting the business license application. Please use the provided Sample Rental Property Maintenance Inspection Checklist to prepare your property for inspection. The Property Owner or Property Owner's Authorized Representative does not need to be present during the inspection, as it is an exterior inspection only. Joint inspections will be administered only upon request.

The Rental Business License will be issued by mail once your property passes inspection and all fees have been paid. If your property fails inspection, you will receive a correction notice by mail listing the violations. Fifteen days will be given to correct the violations and a second inspection will be conducted at no cost. A failed second inspection will be forwarded to Code Enforcement for further action.

#### Crime Free Property Lease Addendum:

A Rental Business License shall include a "Crime-Free Lease Addendum" to be included within each lease. The addendum shall be maintained by the Property Owner or the Property Owner's Authorized Representative, and it shall prohibit tenants from engaging in illegal or criminal activity, or creating or permitting nuisances on the premises, as part of their rental agreement.

Please Initial: \_\_\_\_\_ I understand that a Crime Free Lease Addendum is required and will be on file.

I certify that I have fully read and understand the above information regarding the rental licensing conditions for a Rental Property Business License.

Signature \_\_\_\_\_ Date \_\_\_\_\_

|                                                                                   |                                                                                                                                                                 |                                                                           |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
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|                                                                                   | <h3 style="text-align: center;">Notice of Possible Rental Property;<br/>Required Rental Property Business License</h3>                                          |                                                                           |

The information contained in this Sample Inspection Checklist is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection.

Please use this sample checklist as a guide to prepare for your initial rental property inspection.

| Yes                                                               | No |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exterior Structure Surfaces</b>                                |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | All exterior buildings (including, but not limited to, housing walls, roofs, balconies, stairs, stairways and exterior lighting fixtures) are free of deteriorating conditions, such as cracks, tears, holes, breaks, or peeling, cracked or blistered paint or stucco.                                                                                                                                                                                                                                                                                                                                       |
|                                                                   |    | Address numbers or apartment building unit numbers are posted on the building and visible from the public street.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                   |    | There are no broken, defective, damaged or dilapidated windows, window screens, doors or vents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | Holiday lights/temporary string lighting is removed within 90 days of installation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Fences , Walls and Graffiti</b>                                |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | Fences and walls are intact, well maintained, are not leaning, do not have missing, rotted or cracked boards/ blocks and have been repaired with like fence materials.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                   |    | Fences, walls and other structures are free of graffiti. Any previous graffiti has been painted over with like colors to match the structure or fence.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Junk and Outdoor Storage</b>                                   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | All areas of the property (front, rear and sides) visible from the street are free of junk, trash, debris, brush, weeds, equipment, appliances, indoor furniture or other personal property no longer used for the purpose it was made or manufactured.                                                                                                                                                                                                                                                                                                                                                       |
|                                                                   |    | Basketball courts are off the street and stored off the immediate front yard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Landscape</b>                                                  |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | All front yard areas are landscaped and well maintained (excludes properties of ½ acre or larger). Drought tolerant landscape consisting of ground cover <b>AND</b> drought tolerant plants is preferred over water intensive landscape. Ground cover must consist of decorative rock (minimum ¾ inch in size) or artificial grass and may be combined with decomposed granite (DG).<br>Bark or mulch may be used in planter areas only. Dirt front yards must install drought tolerant landscape and are prohibited from using sod or grass seed. Brown grass is acceptable during a State declared drought. |
|                                                                   |    | All dead, decayed, diseased or hazardous trees, weeds and other vegetation have been removed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Vehicles, Trailers, Recreational Vehicles and Boats (RV's)</b> |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                   |    | All areas of the property (front, rear and sides) visible from the street are free of outdoor storage of inoperable, unregistered, dismantled or extensively damaged vehicles and car parts. Non- operation registration is not current registration, therefore, also considered inoperative.                                                                                                                                                                                                                                                                                                                 |
|                                                                   |    | Trailers and RV's are not obstructing garage access. Ensure no parking occurs within the area located between the front and/or side property line and the primary plane of the building abutting any street. RV's may be parked in front of a third car garage as long as the trailer does not encroach onto the sidewalk.                                                                                                                                                                                                                                                                                    |
|                                                                   |    | There are no commercial vehicles parking at the residential property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                   |    | There are no vehicles parked on the front yard landscape areas. All vehicles parked on paved areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |